

OET Master Contract, Statement of Work posted by the Minnesota Department of Human Services for the DB101 Training Design and Development and PTE Communications Design and Development project.

Questions received and responses.

1. Will the contract be awarded to more than one vendor?
The intent is to award the contract to one vendor. However, if no one vendor can provide the deliverables and services listed, DHS may choose to contract with multiple vendors.
2. Do you want to see costs by deliverable? Should the responders make assumptions about each deliverable and provide an estimate?
Costs can be a combination of deliverables and hourly technical assistance. Proposals should have flexibility to allow for adjustments to the deliverables as the work is defined.
3. Is the list of Project Deliverables and Consultation limited to what is listed in the SOW? Can the responders add anything to it?
The list of project deliverables is not limited by the SOW. Responders can add deliverables they think will add value to the project.
4. Will the contract be awarded overall, or per deliverable?
The intent is to award the contract overall. However, DHS reserves the right to award the contract for only a portion of the SOW.
5. The Communications Development and Plans include a "template for all materials, products identified." Do templates include copy and/or complete content, or just the graphic treatment and an outline of content?
Templates include copy, content and graphic treatment.
6. Does Launch Development include field testing? Or will there be results from field testing available to support the launch plan and communications?
Launch development does include field testing.
7. What is the scope of PTE communications deliverables, for example, compared to DB101 communications?
NOTE: It was a typo in the Statement of Work that PTE Communications fell as a sub-point to Quality Assurance. It should actually be a heading of its own.

Pathways to Employment (PTE) Communications

Consultation Services:

- a) Advise on strategic direction for future stakeholder materials—particularly how to build upon previous and current efforts, such as Business Communications Project and DB101
- b) Advise on materials needed to support communications strategy.
- c) Manage production of communications projects (content development and design).

- d) Advise on design of trainings related to PTE grant mission and products.

SCOPE: PTE stakeholder communications fall into two areas and a strategic direction, workplan and materials for each area are needed.

- i. Disseminating information about the work and accomplishments achieved through six years of PTE planning and implementation. TARGET AUDIENCE: staff and management at four partner agencies (DHS, DEED, MSCOD, MDE); external stakeholders within Minnesota (i.e. service providers, educators, advocates, entities with which PTE has collaborated); Minnesota legislators; external stakeholders outside Minnesota (i.e. other Medicaid Infrastructure grantees; grant technical assistance providers; federal policy-makers and program staff; service providers and policy makers from other states).
 - ii. Furthering adoption of the PTE mission, specifically institutional commitment from 1-4 target organizations to continue cross-agency collaboration, policy development, program improvements and/or implementation of new models. TARGET AUDIENCE: staff and management at four partner agencies; leaders in disability services/advocacy throughout the state; Minnesota State Legislature.
8. Is there more information about "trainings related to PTE grant mission and products", for example, purpose of the trainings, who is being trained, how many different trainings?
I believe this is addressed in the answer above. "Trainings" is a loosely-used term here. The actual method of conveying this information and winning institutional commitment will be determined in the strategic planning part of the contract. Presumably there will be some format of face-to-face interactions which may be trainings, presentations and conferences, staff meetings, "summit meetings", conferences, etc. For more information about Pathways to Employment go to the [PTE website](#).
9. What is the time frame for the project, that is, anticipated start and end dates?
Timeline for the master contract is roughly 11/2010-12/31/2011.
10. Is there a maximum budget for the project that can be shared with responders?
The Master Contract will not exceed \$674,000